

COMMUNITY RELATIONS MANAGER

(REVISED)

Applicants must submit a completed City of Tempe Application

OPENING DATE: Friday, March 26, 2004

CLOSING DATE: Friday, April 30, 2004

ANNUAL SALARY RANGE: \$93,885 - \$126,745

POSITION INFORMATION

This is an unclassified position, which means employment is subject to termination by the employee or the City at any time for any reason, unless otherwise stated in a written contract of employment. Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B., this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council or the City Manager, respectively.

MINIMUM QUALIFICATIONS

Seven years of increasingly responsible public relations, government relations, program administration, and public policy and research experience including two years of supervisory and program development responsibilities. Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, public relations, business administration, or a related field. A Master's degree is highly desirable. Also, bilingual Spanish/English language skills (proficient in written and verbal communication) preferred.

REPRESENTATIVE DUTIES

- Direct and oversee the City's Communication and Media Relations Division; Government Relations Division; Neighborhood Services Division; and Mayor & City Council staff; also, participate in all facets of community and public relations including and not limited to citizens; neighborhood and special interest groups; employee groups; other state, local, and federal governmental agencies; and media relations.
- Provide administrative support and technical advice to the senior management staff and Mayor/City Council; assist with special projects as assigned; prepare complex and sensitive reports; represent the City and respond to and resolve difficult and sensitive media and citizen inquiries and complaints.
- Develop, plan, and implement Departmental goals and objectives with Division Directors; recommend and administer policies and procedures; assist Division Directors in establishing division goals and objectives.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Prepare the departmental budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment materials, and supplies; administer the approved budget.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**